

# Application Checklist

*Please use this checklist to reduce the number of returned and pending applications for your society!*

- Gather all needed proofs
- Fill out the application PDF, making sure that the format is correct
- Print the application **single sided** on legal size paper, 8 ½ by 14. Print on paper with a watermark saying that the paper is at least 25 % cotton fiber and acid free
- Have the Applicant or the Applicant's Guardian sign the paper
- Get two signatures of endorsement, either two signatures from parent organizations (DAR, SAR, SR), or one parent organization member's signature and one signature of a C.A.R. Member old enough to sign legibly.
- Get the Senior Society President's signature or for members-at-large, the Senior State President's signature.
- Get Society Members' signatures (where possible)
- Double check all requirements and check amounts!!
- Mail in a flat package: application, proofs, fee, and dues. Check payable to **N.S.C.A.R.**

**C.A.R. National Headquarters**

**1776 D Street, NW, Room 224**

**Washington, DC 20006-5303**